

Reminder!

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OHCAccess Reminder

For Distribution to All TSA Employees

August 2016

Update your Emergency Contact Information in eOPF

It's important for employees to review emergency contact information in their electronic Official Personnel Folder (eOPF) regularly to ensure that it's accurate and complete. The eOPF allows employees to enter and maintain emergency contact information that will be used by Human Resources (HR) Specialists if an employee experiences an emergency while at work or if there is a situation requiring that an employee be contacted or accounted for (e.g., verifying your health and safety after a natural disaster).

Accessing your eOPF

Employees can access the eOPF website by:

- Going to the OHCAccess website at <https://hraccess.tsa.dhs.gov>. Under Resources, click **eOPF**.
- Going directly to the eOPF website at <https://eopf.nbc.gov/dhs/>.

Note: As of March 24, 2016, eOPF is only available on government computer systems.

Viewing and Updating Emergency Contact Information

It's recommended that an employee's first emergency contact be someone who lives with or near them. A second contact may be someone who lives out of state and/or does not live with the employee.

To add or change emergency contact information in eOPF, click the **My Profile** button on the left side of the screen. Then click the **Emergency Data** tab at the top. Edit the desired information, and then click the **Apply** button. The Emergency Contact Information screen will then display the following message: "Emergency data updated successfully."

If you have any questions, please contact the OHCAccess Help Desk at 1-877-872-7990 or helpdesk@mailserver-hraccess.tsa.dhs.gov. If you are an executive, please contact the Executive Help Desk at 1-877-872-7991 or ESO@mailserver-hraccess.tsa.dhs.gov.